



Human Resource Office U.S. Embassy Santo Domingo

OPEN TO: U.S. CITIZENS LEGAL RESIDENTS OF THE DOMINICAN REPUBLIC

POSITION: Consular Agent

OPENING DATE: September 27, 2013

CLOSING DATE: Until filled

WORK HOURS: Part time, 25 hours per week

SALARY: Will be determined by Consular Affairs upon selection of candidate

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION, PLEASE INCLUDE WITH YOUR APPLICATION COPY OF BOTH SIDES OF THE DOMINICAN CEDULA AND/OR LEGAL DOMINICAN RESIDENCE CARD.

The U.S. Embassy in Santo Domingo is seeking an individual for the position of Consular Agent in the Consular Agency in Bavaro.

BASIC FUNCTION OF POSITION

The incumbent is the direct representative of the U.S. Embassy in its service to American citizens in the east coast region. Also represents the Embassy in other services as appropriate (occasional ceremonial activity, for example, or coordination of meetings with local officials).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 809-731-4288.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Two years of post-secondary school education is required.
2. Three years of prior experience in office management with strengths in customer service and client relations are required.
3. English level IV (fluent), Spanish level III (good working knowledge) are required.

The Office of Human Resources will contact for language testing purposes ONLY those applicants that meet all other requirements)

4. Customer service, office management skills are required.
5. Valid Dominican driver's license and own vehicle are required.
6. Basic computer skills to include knowledge of MS Office suite are required.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE

POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. <http://eforms.state.gov/editdocument.aspx?documentid=2>. and

SUBMIT APPLICATION TO

Office of Human Resources
Attention: Sofia Dominguez
e-mail: santodomingoresume@state.gov

CLOSING DATE FOR THIS POSITION: Until filled

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.